



Title: HUMAN RESOURCES ASSISTANT

Salary Code: 14
Effective Date: 10/01/13
FLSA Designation: Nonexempt

GENERAL DESCRIPTION

Under the general supervision of the Supervisor of Human Resources & Administration, performs a variety of specialized clerical and technical duties in support of the human resources programs and functions; such as recruitment and examination, classification and pay, training and development, risk management and benefit administration and office services. Human Resources Assistant is a single confidential position classification. Confidential means that the employee in this classification is privy to decisions of District management affecting employer-employee relations.

EXAMPLES OF WORK PERFORMED

The information listed below is meant to serve as examples of the job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. Performs a variety of specialized clerical and technical duties in support of assigned human resources programs and functions and office services including typing, filing, duplicating, collecting and distributing materials; processes a variety of forms and applications; assists personnel and applicants with completing paperwork.
2. Reviews and enters personnel transactions into the District's personnel database.
3. Provides information and assistance to District personnel, job applicants and the general public regarding assigned personnel functions; responds to inquiries and provides information concerning related standards, requirements, policies and procedures.
4. Provides assistance in the administration of the District's employee training and safety programs; schedules employee and safety training classes, and prepares and updates various related policies and procedures.
5. Provides assistance for completeness, accuracy and compliance, and processes transactions for health, life and disability insurance documents.
6. Assists with the preparation of reports, correspondence, and statistical data related to classification surveys, Equal Employment Opportunity, and California Occupational Safety and Health Administration.
7. Maintains confidentiality and discretion in use of information related to personnel files, procedures, forms, records and personnel actions of employees, supervisors, managers and District operation without exception.

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8. Serves as a resource for District employees, supervisors and managers related to wages, benefits, personnel procedures, promotional opportunities and other general Human Resource Department questions over the telephone and in person.
9. Develops and maintains effective working relationships with those contacted in the performance of assigned duties.
10. Operates a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
11. Performs other duties as assigned.

CLASSIFICATION REQUIREMENTS

Education and Experience: Any combination of equivalent education and experience that has led to the acquisition of the knowledge required by the position. A typical way of acquiring the knowledge would be:

Completion of twelfth (12) grade **and**

Two (2) years of full-time, paid comprehensive human resources experience in a comprehensive human resources system.

OR

Four (4) years of experience performing administrative support, clerical-technical, paraprofessional work which involved the knowledge, interpretation, and application of policies, rules, regulations, and procedures calling for interaction with clients, the public, staff at various organizational levels, or representatives from other agencies or organizations.

Knowledge of:

- Terminology, methods, techniques, principles and practices of human resources administration, including recruitment and examination, job analysis, position classification, benefit administration, risk management and safety and training programs.
- Applicable Federal, State, and local laws and regulations pertaining to equal employment opportunity and affirmative action programs.
- Understanding, interpreting and applying rules, regulations, policies, laws and ordinances.
- Standard office practices and procedures, including data processing applications, filing systems and records management.

Ability to:

- Work independently with minimum supervision and direction.
- Develop and maintain effective interpersonal relationships.

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- Use good judgment and integrity.
- Demonstrate initiative and maturity.

STANDARD REQUIREMENTS

- Possession of a valid Class C California Driver's License with a driving record acceptable to the District's automobile insurance providers is required.